

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Reissue-</p>		広報番号： Announcement No.	CFAY-FR-HPT-06-16(R)
		募集締切日： Closing Date	22 Mar 16 1st Cut-off: 9 Feb 16 2nd Cut-off: 1 Mar 16
		発行日： Date of Issue	20 Jan 16
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>N/A</u>) <h3 style="text-align: center;">Warehouseman-Deliveryman, #2173</h3> <p style="text-align: center;">(倉庫係一配送係)</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> 事務系 Administrative <input checked="" type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Fleet Readiness Department Recreation Division Special Events Branch 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		* Those who previously applied for VA# CFAY-FR-HPT-06-16 need not to reapply.	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days a week (週 5 日制) 勤務時間 Work Hours 0800-1700 (8 hours a day / 1 日 8 時間勤務) 休憩 Recess Period 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent 時給 ¥ 1040 <input type="checkbox"/> 限定 Limited Term (___ カ月 Months)	
6.職務内容 Duties Sets up MWR tents, tables, chairs, air toys, and any other equipment associated with events sponsored by MWR. Sets up outdoor equipment for other events such as Change of Command Ceremony, etc. for all Ships, Shore Commands, Civilian organizations, and individuals aboard Fleet Activities Yokosuka who are requesting service. Physically maintains and repairs of all outdoor equipment. Operates 4-ton capacity truck to deliver/pick up equipment to various locations for events such as Family Friendship Day, Cherry Blossom/Spring Festival, etc. Operates 6-ton or higher capacity forklift to load/unload equipment. Issues outdoor equipment to authorized patrons and receives equipment from the patrons after use. Checks to insure all equipment is accounted for, is clean and serviceable, and returns equipment to its proper storage area. Estimates needs and suggests actions to supervisor for reordering any needed items. Maintains an inventory on all equipment. Keeps a daily record of all-delinquent equipment and follows-up by phone or in writing to personnel who have checked out equipment and have not returned it on time. Repairs equipment as needed, for issue. The incumbent performs other duties as assigned.			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of trade and/or manual work in a related field. b. Must have GOJ middle sized vehicle driver's license (up to 8-ton is acceptable, AT only is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operation. c. Knowledge of customer service concepts and practices. d. Skills in performing various repairs of outdoor equipment. e. Ability to speak, read and write English at elementary proficiency level. * A handicapped applicant may be accepted, depending upon the degree and kind of disability. * 障害のある方については、その程度により考慮します。			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

PD No.: CFAY-N922A-004-PT	PD is accurate and current. Certified by Activity: Ky	HRO: (rcvd: 10/30) js 10/30 kw 11/2 (1/15) js 1/15
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

**** 時給制臨時雇用従業員 (HPT) 雇用について ****

**** HPT-Hourly Pay Temporary (HPT) Employment ****

契約期間：1年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週20時間以上の場合は雇用保険の加入、週30時間以上健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。